

Agenda Item:	Question / Response:	Submitted by:
20.04.9 (1)	<p><i>(i) Temporary amendment of financial regulation 4.1.3</i></p> <p><i>No explanation has been given as to why this amendment is needed. The self-selected few who would make decisions need to meet remotely so why not all members of the finance committee?</i></p> <p><i>I think proposal is unnecessary and undemocratic</i></p>	Kamal Ivory
Response (1)	<p>Apologies the motion should read the Chairman OR the Chair of the Finance Cttee not AND, as per the current financial regulations.</p> <p>The full financial regulation 4.1 states:</p> <p><i>Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget.</i></p> <p><i>This authority is to be determined by:</i></p> <ul style="list-style-type: none"> • <i>the council for all items over £1,000;</i> • <i>a duly delegated committee of the council for items over £500; or</i> • <i>the Clerk, in conjunction with the Chairman of Council or Chairman of the appropriate committee, for any items below £500.</i> <p><i>Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.</i></p> <p><i>Contracts may not be disregarded to avoid controls imposed by these regulations.</i></p> <p>A revised agenda has been uploaded to the PC website.</p> <p>The Parish Council did not delegate any authority to the Finance Committee at the last review which is why the proposal was made to ensure that invoices can be paid if a Council meeting is not due to take place for some time.</p>	Clerk
Response (2)	<p>I propose an amended motion as follows:</p> <p>The Parish Council delegates authority to the Finance Committee to authorise budgeted expenditure up to £1000 in accordance with Financial Regulation 4.1</p>	James Hargrave
20.04.9 (1)	<p><i>(ii) What extreme risk is envisaged that would need to preclude members of the council from the decision making process.</i></p> <p><i>I think proposal is unnecessary and undemocratic</i></p>	Kamal Ivory
Response (3)	<p>It is likely that this regulation would only be used if there was an emergency at the Health Centre that prevented it from operating safely and securely; perhaps a large window or one of the doors is broken and needs to be replaced urgently.</p>	Clerk
Response (4)	<p>I propose an amended motion as follows:</p> <p>Financial Regulation 4.5 is amended to read - In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. Should the expenditure relate to the Stradbroke Health Centre, and there is a risk to the safe and secure operation of the surgery, then the limit shall be £2000. The Clerk shall report such action to the</p>	James Hargrave

	chairman as soon as possible and to the council as soon as practicable thereafter.	
20.04.9 (1)	<p><i>(ii) Motion – propose corporate multi pay card</i></p> <p><i>I understand the need for this but could you clarify please – is this a debit or credit card?</i></p> <p><i>What sort of expenses will be paid for with this card? Odile did mention payment for defibrillator items as an example. There is already a Clerk’s monthly allowance plus expenses.</i></p> <p><i>I would prefer lower limits - £250 per transaction and monthly total of £500. Surely the Clerk’s monthly expenses are never higher than this.</i></p>	Pam Cane
Response (5)	<p>It is a credit card.</p> <p>The allowances paid to the Clerk are part of the contract of employment and have no bearing on this agenda item.</p> <p><u>Expenses</u></p> <p>The Financial Regulation 6.20 states that: <i>Personal credit or debit cards of members of staff shall not be used under any circumstances.</i> Currently, all the Parish Council expenditure incurred by the Clerk on behalf of the Council is paid for using a personal card; this includes stationery, postage, refreshments, new locks and key cutting etc., plus anything that requires online payment by card for example website costs. Currently, I source the defibrillator replacement parts from a company who will submit an invoice for payment prior to shipping; having to wait for the payments to be authorised meant that the defibrillator was taken off line for a number of weeks during the course of last year. A card would allow these types of purchases to be made as soon as they are required.</p> <p><u>Limits</u></p> <p>Financial regulation 4.5 states: <i>the clerk may authorise revenue expenditure on behalf of the council which in the clerk’s judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500.</i></p> <p>It was therefore deemed appropriate that the single transaction limit be set at £500, there would also then need to be some additional limit to allow for other purchases to be made during the month (if necessary). It is assumed that any cost higher than £500 will be invoiced to the Parish Council for payment to be made by BACS or cheque.</p>	Clerk
Response (6)	Any Councillor is free to propose an amendment to a motion at the meeting of the full Council.	James Hargrave
20.04.9 (1)	<p><i>(iv) Internal Audit Report 2019/20 – just a minor query but it would be helpful for clarification please:</i></p> <p><i>Page 2 – section 2, 2.1: The Internal Auditor refers to the Maintenance Working Party as a Maintenance Sub-Committee (of the Finance Committee). I thought this was a working party and I wasn’t aware it was a sub-committee of the Finance Committee. Is the Internal Auditor correct in his statement, and if not, does it matter?</i></p>	Pam Cane
Response (7)	At the AGM of the Parish Council on 13 th May 2019 the minutes show that a Maintenance Sub-Committee of the Finance Committee was established. The members elected to this sub-committee were: Don Darling (c) and Peter Smith.	Clerk

	At the meeting of 10 th June, Councillors agreed that the sub-committee would become a working party reporting to the Parish Council (minute ref 19.6.8 (4) refers). None of this matters with regards to the audit of the Parish Council.	
Comment on 20.04.9 (3) Revised budget	<p>From the questions received concerning the revised budget it appears there is some confusion as to what the purpose of a budget is.</p> <p>A budget is defined as: an estimate of income and expenditure for a set period of time.</p> <p>The Good Councillor's Guide to Finance and Transparency (2018) states: <i>"The preparation of an annual budget is one of the key statutory tasks undertaken by the council, irrespective of its size. The budget:</i></p> <ul style="list-style-type: none"> • <i>results in the council setting the precept for the year;</i> • <i>gives the clerk and other officers overall authority to make spending commitments in line with the decisions of the council;</i> • <i>enables progress monitoring during the year by comparing actual spending against planned spending."</i> <p>It is good practice for a council to review its year end expenditure to ensure that the costs for any incomplete works are included in a revised budget to ensure that the regular quarterly monitoring undertaken reflects accurately the position at the start of that particular financial year and the business of the Parish Council.</p> <p>The Parish Council Action Plan will be reviewed and updated to reflect the revised budget, once it is approved. This will be presented to the Council at the next full Council meeting.</p> <p>All expenditure on the Stradbroke Surgery will be proposed for approval to the Council once the quotes for the works required have been properly reviewed by the Finance Committee.</p> <p>Comment from the Parish Council's Internal Audit Report (5.4 p.7): <i>"Good budgetary control procedures are in place."</i></p>	Clerk
20.04.9 (3)	<p><i>Revised budget</i></p> <p><i>I seem to going around in circles trying to find the details of the schedule of works for the Health Centre Phase 1 at an estimated cost of £25,000. Can someone steer me to the relevant documents/minutes where this was discussed and seemingly agreed. I have looked through the communication route on the PC website but the finances do not appear to reach this level for repairs. If this is Phase 1 what is Phase 2?</i></p>	Gillian Rennie-Dunkerley
Response (8)	<p>The schedule of works is regularly reviewed by the Finance Committee - the schedule changes when additional matters are identified. The most up to date one is attached and the most recent one reviewed by the Finance Cttee can be viewed at: https://www.stradbrokepc.org/finance-committee under Meeting Papers: 27th January 2020</p> <p>It is noted in the minutes of the full council meeting of 10th February 2020 that the Finance Cttee had reviewed the schedule of works.</p>	Clerk

	<p>The Clerk's report contains a monthly update on the Health Centre.</p> <p>February 2020 minutes include the following update: "2 x contractors have been contacted and one site visit has been undertaken. Quotes are being obtained for all work required as per the schedule of works".</p> <p>March 2020 minutes include the following update:</p> <ul style="list-style-type: none"> • 2 x contractors are preparing quotes for the 1st phase of works required at the Health Centre: <ul style="list-style-type: none"> ○ Replacing water heaters and taps ○ Replacing carpets in consulting rooms ○ Repairing and repainting soffits & bargeboards (plus cloaking asbestos) ○ Improving insulation in roof <p>At the Finance Cttee meeting on 6th April, Cllrs agreed to include a rough estimate for the works required in the revised budget proposed for approval at the meeting 20th April. This estimate is based on two quotes that have been received. The Finance Cttee agreed to undertake a thorough review of the quotes at a future meeting, once the companies concerned have resumed work and are able to answer questions that have arisen from their quotes. The quotes cannot be published on the website as a formal tender process may have to be undertaken and these quotes are therefore confidential until that decision is reached.</p> <p>The estimated figures included in the revised budget are to enable the Council to show an up to date and current financial position starting a new financial year on 1st April 2020.</p> <p>I also refer Cllrs to the March minutes item 20.03.11 when a report on the health centre was reviewed. A copy of this report can be found at: https://www.stradbrokepc.org/documents, under Other Documents - Health Centre Rent Rpt March 2020, this report also contains mention of the quotes being obtained as follows:</p> <p>Quotes are currently awaited from two contractors for the following urgent works:</p> <ul style="list-style-type: none"> • Replacement of water heaters & taps • Repair and painting of bargeboards & soffits inc Coating of asbestos • Insulation in roof space • Replacement of carpets in 2 x consulting rooms plus extension of Air Conditioning <p>[Note: an updated schedule to 17th April has been uploaded to the Documents page (Meetings tab) on the PC website]</p>	
<p>Response (9)</p>	<p><u>Phase 1</u>: is the work referenced above for which 2 quotes have been received.</p> <p><u>Phase 2</u>: will be the work still outstanding on the schedule of works, including any extra work required to make good after the quoted works are complete. This work includes:</p>	<p>Clerk</p>

	<ul style="list-style-type: none"> • Cracks in need of repair: <ul style="list-style-type: none"> ○ Treatment room – door frame inside and outside room ○ Dispensary/reception – various faults connected to new wall ○ Waiting room – cracks to left hand wall ○ Entrance lobby -shrinkage where old doorway filled in. ○ Entrance lobby – crack near front door • Waiting room seating – tear and scuffs on seating. Clerk receives regular complaints from users of the surgery that current seating is uncomfortable. Seating to be completely reviewed when waiting area next redecorated. <p>On the recommendation of the Practice Manager, the updated schedule of works indicates that the PPG will be consulted regarding the above works in Phase 2. An updated schedule to 17th April has been uploaded to the PC website at: https://www.stradbrokepc.org/documents Under Other Documents – HC Sched of Works @ 17/4/20</p>	
20.04.9 (3)	<p><i>Revised budget</i></p> <p><i>What consultation has taken place to determine schedule of works? Have the surgery, PPG and patients been consulted?</i></p>	Kamal Ivory
Response (10)	<p>Re schedule of works – see responses 8 & 9 above.</p> <ul style="list-style-type: none"> • The Practice Manager was involved in the initial site visit which identified the majority of the works required and has been updated at intervals regarding when the work may be undertaken and updates to the schedule. • The Drs have requested some of the works included. • The Clerk has spoken with the Chair of the PPG and explained the works which are currently out for tender and the Clerk will attend the next available meeting of the PPG to discuss the other outstanding works. • As the owners of the building it is the responsibility of the Parish Council to ensure that all remedial maintenance work is undertaken as soon as possible. 	Clerk
20.04.9 (3)	<p><i>Revised budget</i></p> <p><i>Where are the surveys and estimates of work to resolve the collection of rain water immediately outside the Stradbroke Surgery entrance? These were deemed to be unviable, but by what criteria and why are they not visible?</i></p>	Kamal Ivory
Response (11)	<p>Due to the current lockdown it has not been possible to consult with specialists to determine how the issue of the collection of rain water can be resolved. The suggestion by the Maintenance Working Party for a gulley drain was discussed with both contractors who visited the site and both felt this would not resolve the matter as there is a dip in the car park prior to where the drain would be, in addition there is no surface water drain available to connect to at this point. A specialist in highways drainage will need to be engaged to determine what can be done to resolve the matter. This will be followed up as soon as possible after the lockdown. As there is no indication of what the likely cost of this would be it was not possible to include an estimate in the revised budget.</p>	Clerk
Response (12)	<p>At the meeting on 20th April I will propose an increase to the revised budget of £3000 for works at the Health Centre to cover the cost of this work, this figure to be taken from CIL.</p>	James Hargrave
20.04.9 (3)	<p><i>Revised Budget</i></p> <p><i>I am just as confused as Gill ref. Health Centre. What needs to be done in Phase 1. costing £25K? As I understand Phase 2.</i></p>	Peter Smith

	<p><i>will cost another £12K. Has all this expenditure been voted on and agreed by a full Parish Council?</i></p> <p><i>I have seen no letters from the Practise requesting any major work to be carried out by the landlords, I have 23 years of dealing with the Practise and I advise the P.C. to proceed with extreme caution, the C.Q.C. must agree with all alterations carried out on the Surgery, never forget that they have the power to close it if they wish.</i></p>	
Response (13)	<ul style="list-style-type: none"> • Please see response 8 regarding the works that are being quoted for together with the updated schedule of works referenced in responses 8&9. No quote has yet been accepted for the required works. • The revised budget is being proposed for approval by the full Council not the actual expenditure. The quotes have yet to be fully reviewed by the Finance Committee and once the review is complete, the Council will be asked to approve the final contractor and the expenditure. • I am unclear where the figure of £12k has come from as no quotes have been sought – so I cannot respond to this part of the question. • Following a request by the Practice Manager a report was prepared for the CQC in September 2019 to show how the Parish Council was addressing the issues raised in the Legionella Assessment. The external assessment can be read at: https://www.stradbrokepc.org/health-centre-current-docs Under current risk assessments Legionella - External 	Clerk
20.04.9(3)	<p><i>Revised Budget</i></p> <p><i>Would it be helpful to publish in one document exactly how the rent from the Health Centre was spent during last year?</i></p>	Velda Lummis
Response (14)	<p>As suggested I have published the cost centre analysis breakdown.</p> <p>This can be viewed at: https://www.stradbrokepc.org/documents Under Financial Documents - HC Centre costs 2019/20</p>	Clerk
20.04.9(3)	<p><i>Revised Budget</i></p> <p><i>I would like to raise the following question regarding the expected maintenance costs for the Surgery.</i></p> <p><i>Prior to the PC taking over the lease of the surgery, the expenditure on the surgery was substantially less than the rental income. So much so that the Trust were able to use the excess to provide additional services and facilities to the village. One of the arguments for taking over the lease, that the PC put forward to members of the public, was that they would be able to use the income to reduce the precept, something that had not been done before. In reality however, the precept has gone up and the maintenance costs of the surgery are now likely to exceed the rental income.</i></p> <p><i>My question is “how can we learn from past experiences to ensure that we minimise the cost of maintenance work for the surgery, whilst keeping it in good order, and maximise the benefit to the residents of Stradbroke”.</i></p>	Don Darling
Response (15)	<p>I can only comment on verifiable facts which the Parish Council has on record and cannot corroborate or confirm the comments made on how the Trust used to spend the NHS rent it received as the full accounts have not been seen by the Parish Council.</p> <p>The following statement is incorrect: “One of the arguments for taking over the lease, that the PC put forward to members of the public, was that they would be able to use the income to reduce the precept, something that had not been</p>	Clerk

	<p><i>done before</i>". The Parish Council did not argue to take over the lease, the Trust requested permission to surrender the lease in February 2019 and the Parish Council accepted the surrender; taking over responsibility on 1st April 2019. However, the Parish Council did state it was an option to offset the proposed rent increase against the precept when the rent review was undertaken in 2016.</p> <p>Please see Response (14) for information on how to access a detailed breakdown of the costs for last year.</p>	
<p>Response (16)</p>	<p><u>Budget Increases</u></p> <ul style="list-style-type: none"> • Following a rent review in 2016 the rent received from the Trust increased from £50 per year to £1200 – which the Parish Council believed equated to 10% of the rent received from the NHS as the time. This figure has been offset against the precept since then. • Currently, 10% of the rent received from the NHS continues to be offset against the precept. This was highlighted in the Health Centre Rent Report presented at the 9th March 2020 meeting (this is available to read at: https://www.stradbrokepc.org/documents Under Other Documents – Health Centre Rent Rpt March 2020). For the year 2020/21, this 10% is included in the revised budget as part of the "Administration" costs. • The Parish Council reviewed and approved the original budget for 2020/21 at the December 2019 meeting. The budgeted costs increased in line with inflation and reflected the outcome of the staff benchmarking exercise undertaken in October 2019. The budget also included new projects for which money is being reserved annually; namely repair and maintenance to the fitness track (£500) and permissive path (£250); and defibrillator parts (£50). <p>I am unclear as to whether your statement and question refer to general annual costs for assessments, maintenance and repairs, or the Phase 1 works to upgrade the building, therefore I will comment on both.</p> <p><u>Assessments/Maintenance/Repairs & Renewals</u> (as per notes on the Revised Budget proposal)</p> <ul style="list-style-type: none"> • Assessments: this year the 5 year hardwiring assessment needs to be undertaken as well as the annual fire risk assessment. • Maintenance: this figure covers the gardening works, servicing of air conditioning plus an additional amount for 2020/21 to undertake work on the trees at the site. • Repairs & Renewals: this figure is to cover general repairs and includes a figure of £250 for desilting the ditch; the overflowing of the ditch caused significant flooding in the car park during the latter part of 2019 – this desilting should help to avoid that situation arising again. <p><u>Facilities upgrade project</u></p> <p>These works are based on reviews of the building undertaken since the Parish Council took over responsibility on 1st April 2019. Please see Responses 8, 9 & 10 which highlight the maintenance and upgrade works needed.</p>	<p>Clerk</p>

	The Parish Council is using the NHS rent alongside money received from development in the village to ensure that the NHS staff from the Fressingfield Medical Practice are able to continue treating patients at the village's local NHS facility that is the Stradbroke Surgery, within a safe, secure and up to date building which conforms with all the requirements of the Care Quality Commission (CQC) and assessments undertaken on the Parish Council's behalf.	
20.04.9 (3)	<i>Revised Budget 2020/21 (ii) To approve the appointment of contractors as per report from Finance Committee: I can remember approving (ii) Hardwiring assessment and (iii) tree works. But I don't remember approving Air conditioning, Fire Assessment and De-silting ditch. Obviously, the conditions under which we are holding these meetings are far from ideal and it worries me that items can be deemed approved when councillors may not have heard or be aware of them.</i>	Pam Cane
Response (17)	The notes attached to the revised budget show that the cost of Fire Risk assessment is included in the "Assessments" section, the cost of Air Conditioning service was included in "Maintenance" and the cost of de-silting the ditch is included in the "Repair & Renewals". The draft budget was agreed with these sums included and I assumed the usual contractors would be appointed. I apologise if the use of the usual contractors was not clear at the Finance Committee meeting.	Clerk
20.04.9 (4)	<i>Monthly Report (iv) Reserves – I note there are no amounts listed for Fitness Track and Permissive Path. Are these included in the total ringfenced reserves please?</i>	Pam Cane
Response (18)	<ul style="list-style-type: none"> • The precept is paid to the Council in 2 instalments, half paid in April and the other half in September. • The ring fenced reserves cannot include the budgeted amounts as the money has not yet been received. • When the reserves virement report for the first ¼ is reviewed later in the year, these 2 new accounts plus the new defibrillator account will be shown, and the Parish Council can approve virements (transfers) into them alongside the money budgeted for election costs from the first instalment of the precept. 	Clerk
20.04.10 (1)	<i>Planning Annex C: is the wording on page 6, point 3 correct? This seems at odds with the rest of the points raised.</i>	Toni Wisbey
Response (19)	There was a typing error the word NOT should have read NOW. This has been edited that the revised version uploaded to the PC website. Thank you.	Clerk
20.04.10 (1)	<i>Planning item (1) 3. Sorry – I've been on the planning website but can't find the reference to "amendment to one site, Grove Farm". Can you tell me what this amendment is please.</i>	Pam Cane
Response (20)	As stated at the end of that section in the agenda all Parish Council documents relating to this item can be found on the Parish Council website at: https://www.stradbrokepc.org/documents You will find the document under Other Documents - SPC response to Jt Local Plan SA As is usually the case, all documents submitted by applicants (such as site plans etc) relating to the planning applications for review at this meeting can be found on MSDC's website.	Clerk

20.04.10 (2)	<i>DC/20/01415 – I would like to view the reasons for the proposed objection but cannot find committee report on planning website. Where do I look please.</i>	Pam Cane
Response (21)	As stated on the agenda, the Planning Committee report can be viewed at: https://www.stradbrokepc.org/documents You will find the document under Other Documents - Planning Committee Report April 2020	Clerk
Other	<i>I note that the PC noticeboard is out of date presumably because the Clerk does not come to the village. Should we maintain a paper display of agendas and minutes there and, if so, who is responsible for placing them in the cabinet? It is not locked.</i>	Gillian Rennie-Dunkerley
Response (22)	<p>Following guidance issued by the government on social distancing and essential travel, I reached the following decisions:</p> <ol style="list-style-type: none"> 1. Updating a Parish Council noticeboard is not an essential journey for either the Clerk or any of the Councillors 2. Essential journeys are classed as: <ul style="list-style-type: none"> • Travelling to work, if you cannot work from home. • For medical need, including collecting medication • Shopping • To do one form of daily exercise 3. Members of the public may be tempted to stop and read notices on the board and this does not comply with the “keep moving” guidance when undertaking the one form of daily exercise allowed during this time. 4. A provisional agenda was published online with a notice placed on the Parish Council website’s news page and shared to the facebook page to enable everyone plenty of time to read the documents as they were released. 5. The final agenda is available online and, again, a notice was posted on the Parish Council website’s news page and shared to the facebook page. <p>The decisions I took were based on the advice given by the National Association of Local Councils as follows:</p> <ul style="list-style-type: none"> • <i>Regulation 13 – s.1 (4) (a) of the 1960 Act has been amended so that public notice of the time and place of the meeting is deemed to be given if published on the relevant principal authority’s website. In NALC’s view the notice could be placed on the local council’s website or in a prominent physical place to meet the advertising requirements contained in Schedule 12 of the 1972 Act. Councils should take account of social distancing requirements before deciding to put notices in physical spaces NALC’s view is that a council’s decision making is unlikely to be challenged if it only places the notice on its own website.</i> • <i>Regulation 17 – confirms that a local council complies with Regulation 8 of the Openness of Local Government Bodies Regulations 2014 (decisions and background papers to be made available to the public) by making the written record and any background papers available for inspection by publishing them on their website; or by such other means that the council considers appropriate.</i> 	Clerk
Staff Matter	<i>Question withheld due to staff confidentiality</i>	Gillian Rennie-Dunkerley
Response (23)	Response sent via confidential email.	Clerk